

Guidance on Completion of Documentation

Examination Certificate

The Examination Certificates are in a pre numbered book and there are two copies, the top white copy for the boiler owner/user, and the bottom yellow copy is for you, to be kept in the book. No carbon paper is needed so make sure that the card sheet is inserted after the bottom yellow copy. The sections of the Certificate should be completed as follows: -

The Certificate is pre-numbered in the box in the top right hand corner. Immediately under the certificate number there is space to write the number of the Written Scheme of Examination, the boiler owner will have the Written Scheme, the number is in the top right corner, and there should also be a copy of the Written Scheme retained in the Written Scheme certificate book.

In Section 1 delete the two organisations which are not applicable to you.

Insert in Section 2a the name of the owner

Insert in Section 2b the Location of System i.e. the location where the examination is taking place, for example if you are doing the test at the club premises you would write 'XYZ Model Eng Soc'

Complete Section 3 with the details of the system (boiler) being tested. You are reminded that boilers built commercially after 30 May 2002 must be CE approved (and marked if appropriate for their category). If a boiler built commercially after 30 May 2002 does not have the correct CE paperwork and approval it must not be tested.

In Section 4 you specify the type of examination carried out.

If it is a cold examination and the first (shell) hydraulic test it is 'yes' in 4a and insert the test pressure applied (test pressure must be 2 x working pressure (P_w) – see Boiler Test Code Sections 7 and 8) and also insert the working pressure (P_w)

If it is a cold examination and a (repeat) hydraulic test it is 'yes' in 4b and insert the test pressure applied (test pressure must be 1½ x working pressure (P_w) - see Boiler Test Code Section 9) and also insert the working pressure (P_w)

If you are not doing a hydraulic test at this time (i.e. the hydraulic test is not due and you are doing just a steam test) insert the number of the current hydraulic certificate in 4c together with the working pressure and the hydraulic test expiry date. The boiler owner can then file the 'old certificate' with the other boiler paperwork as this certificate will take its place.

If you are doing a cold examination and a steam test it is 'Yes' in 4d

Section 5 gives you space to detail any parts of the boiler not examined, for example if the cladding is not removed.

Section 6 gives you space to detail any repairs that you require and the timescale for their completion

Section 7 gives the examination results.

If you carried out a cold examination and the first (shell) hydraulic test complete 7a with either Pass or Fail. If the examination was a Fail also complete Section 8 with the reason/s for the Failure. If the examination was not a shell test use 'Not Undertaken'. A successful Shell hydraulic test is valid for the life of the boiler and subject to repeat hydraulic tests at intervals specified in the Boiler Test Code

If you carried out a cold examination and a repeat hydraulic test complete 7b with either Pass or Fail. If the examination was a Fail also complete Section 8 with the reason/s for the Failure. If the exam was not a repeat hydraulic test use 'Not Undertaken'. In 7c insert the test expiry date (see Boiler Test Code paragraph 12.5).

If you carried out a cold examination and a steam test complete 7d with either Pass or Fail. If the examination was a Fail also complete Section 8 with the reason/s for the Failure. If the examination was not a steam test use 'Not Undertaken'. In 7e insert the working pressure (P_w) and in 7f insert the test expiry date (see Boiler Test Code paragraph 12.5).

Section 8 is available for notes or observations.

At the bottom of the form fill in the affiliation number of your club/society, the name of your club/society and your name followed by your signature and the date. If you have a Witness insert the name of the witness and ask the witness to sign in the appropriate place. If you have been authorised by your club/society to conduct tests without a witness insert 'Not Required' in the space for the witness name.

Hand the top white copy to the boiler owner (this must be done within 28 days of the examination) and keep the bottom yellow copy in the book.